New Research Proposal Lifecycle

1. PI creates Application/Proposal and submits to RSO via RHP. PI forwards opened copy to RSO.

2. RSO reviews Application/Proposal. Application/Proposal ready for submission to sponsor?

3. RSO signs Application/Proposal and forwards to sponsor.

4. Contract/Agreement Request or Notice of Decision received by RSO from PI/Sponsor.

5. Positive Decision received?

6. Contract/Agreement Request or Notice of Award (NOA) assigned to team and placed in Grants/Agreements Administrator’s prioritised queue [see RHP]

7. Missing documentation/information obtained from PI, sponsor and/or ethics, i.e., Notice of Award - Scope of Work - Budget - Student involvement - Internal Signatures

10. Negotiations required?

11. Agreements Administrator negotiates with sponsor and PI/Dept/Fac, may consult with legal, SMS, TEC, Risk Management.

12. Negotiations are complete?

13. Prepare Agreement Acknowledgement and forward for signatures.

14. RSO and Sponsor signatures obtained on Contract/Agreement

15. Finance Administrator completes Quality Assurance Review, Speed Code activated and Advice Notice sent to PI

Complete Documentation

Negotiations

Related Links:
Research Facilitator Contacts: http://www.ruca.ab.ca/ContactRFSI.aspx
Log in to Researcher Home Page: https://www.prodps.ualberta.ca/psp/finprd/?cmd=login
Negotiating Sponsored Research Agreements: http://rso.ualberta.ca/Negotiating.aspx